

From: Asher, Audrey
To: Humphrey, Leslie; Johnson, Kent; Skelley, Dana; Gonzales, Kristina; Cozad, David
Cc: HertzWu, Sara; Holmes, Belinda
Subject: Maintaining documents for West Lake
Date: Friday, April 05, 2013 2:29:33 PM
Attachments: Scanned from a Xerox multifunction device001.pdf

Hello All,

Since the Bridgeton Sanitary Landfill is part of the West Lake Superfund site, we are considering all documents related to the landfill to be part of the Superfund file. For doc retention purposes, the originals should be sent to Jolleen Werst in the lit room. Attached is the form to be filled out whenever docs are filed. Jolleen then will upload the docs into SDMS and when we get FOIA'ed, we can readily access them.

In filling out the attached form, note the site name as West Lake Landfill OU 2, SSID 0714. If it is a privileged doc, check the box that says This is a Sensitive Document, place in Red Folder. Check box 1.0 Pre-Remedial

If you also want the docs maintained in your respective divisions (Air, RCRA, Water), know that you will be keeping the copy as SUPR retains the original.

Please let your program clients know of this procedure. A recommended approach is to send docs to the lit room once a week, at least.

Leslie -- plz forward this to the Water atty.

Audrey



EPA REGION 7 SUPERFUND SITE FILING FORM

Site Name: _____ **OU # (if none, put 00):** _____ **SSID #** _____

Person Submitting the Record: _____ **Telephone #:** _____ **Date Submitted:** _____

Number of Records Being Submitted: _____

Special Instructions: ☐ **Filing/Indexing:** _____

- ☐ **This is the Final Copy of Document**
- ☐ **This is a Sensitive Document(s), place in Red Folder.**
- ☐ **CD w/ PDF file attached (note: upload into SDMS)**

All documents are arranged chronologically by operable unit. This form must accompany all document(s) to be filed.

Place a ☒ in the appropriate phase/break box below. Only one phase/break can be checked

- ☐ **1.0 Pre-Remedial** (Site Assessment)
- ☐ **2.0 Removal** (all documents relating to the removal action except for documents that fall in the specific categories below.
 - ☐ **2.1 ICS Documents** (Submit ICS- related documents e.g., Incident Action Plans, ICS Form 214)...
- ☐ **3.0 Remedial** (all documents relating to the remedial action except for documents that fall in the specific categories below. Include the State Superfund contracts.)
- ☐ **4.0 Enforcement** (AOC,s DOJ Referrals, Trial Docs, Consent Decrees, Internal AR Acknowledgement Forms and Repository Forms etc...)
 - ☐ **4.1 Property Access Documents** (will include documents from the Removal and Remedial Phase)
 - ☐ **4.2 Individual PRP Files** (will include documents from the Removal and Remedial Phase - 104(e) letters and responses, specials notice letters, correspondence with PRPs etc...)
- ☐ **5.0 Cost Recovery** (SCORPIOS reports, oversight billings, checks, cost packages etc..)
- ☐ **6.0 Community Relations** (Fact Sheets, Public Meeting Notes and Correspondence, List from Public Meeting, etc..)
- ☐ **7.0 Congressional Relations** (TCR, Congressional Correspondence etc...)
- ☐ **8.0 Interagency Agreement (IAG)** (Keep 2-part folders intact. Submit folder when IAG is closed.)
- ☐ **9.0 Cooperative Agreements (CA)** (Keep 6-part folders intact. Submit folder when CA is closed.)
- ☐ **10.0 EPA Contractor's Related Documents** (Monthly Progress Reports, Task Orders, Amendments, Modifications, Workplans, correspondence, emails, (NOTE: Many of these are sensitive documents and should be placed in a red folder, mark the box above)

[Note: All documents are filed by the contract number, then the work assignment number, and chronologically]

☐ Documents attached to this site filing form should be placed in RI FS Admin Record File # _____